MESSAGE MASTER USER MANUAL

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Main Form Buttons

	This is the cancel button Located on the person add and edit page and the List add and Edit page
	This button will clear the form when clicked Located on the person add/edit, setup and message page
	This button will add relationship types and cell carriers to the database Located on the Setup page
	This button will delete relationship types and cell carriers from the database when clicked Located on the Setup Page
	This button will add related people Located on the person add and edit pages
	This button will delete related people. Located on the person add and edit pages
	This is the group button and it will open the group selector when clicked Located on the message page
	This is the person button and it will open the person selector when clicked Located on the message page
	This is the group add button and will open the list add page Located on the list page
	This is the group delete button and will delete the selected group Located on the list page
	This is the group edit button and will allow you to edit the information of the selected group Located on the list page
	This is the load message template button and will load the selected message template Located on the Message Templates page
	This is the message template delete button and will delete the selected message template Located on the Message Templates page

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	This is the add list member button and adds people to a distribution list Located on the list add and edit page
	This is the delete list member button and removes people from a distribution list Located on the list add and edit page
	This is the add person button and opens the add person tab Located on the person page
	This is the delete person button and deletes the selected person Located on the person page
	This is the edit person button and allows you to edit the information of the selected person Located on the person page
	This is the save button and saves the information in the current form Located on the person and list add and edit pages, and the setup page
	This is the send button and sends the information in the message form to the selected people or groups Located on the message tab

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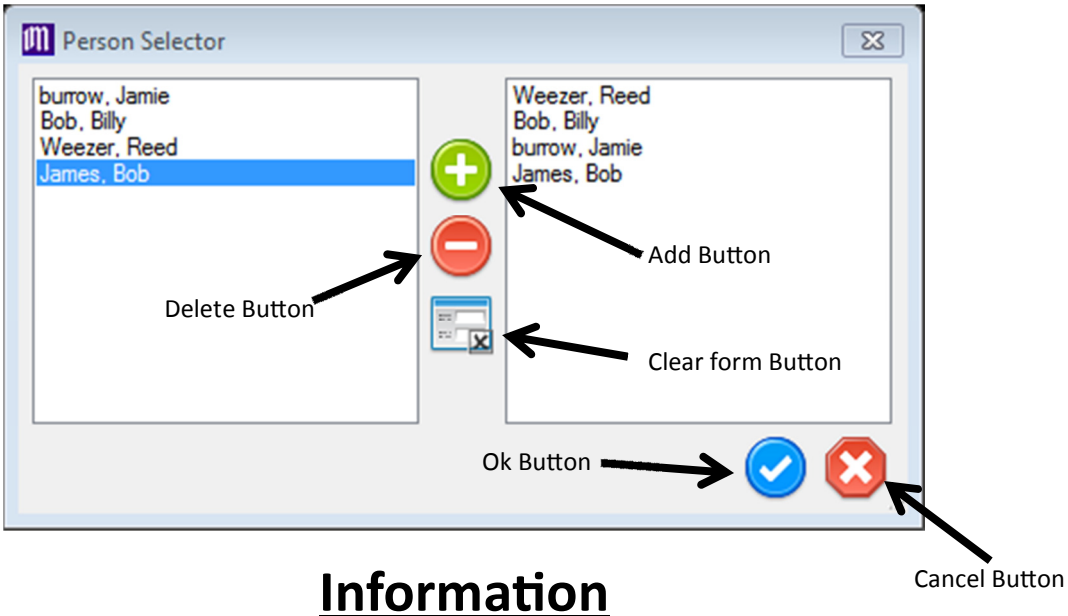
Person/Group Selector Buttons

	This is the add group/person button and it adds the selected person/group to the second list
	This is the remove group/person button and it deletes the selected person/group from the second list
	This is the clear form button and it deletes all items in the second list
	This is the ok button and adds the people/groups in the second list to the list of people that the message will go to
	This is the cancel button and it clears the second list and closes the window

Person/Group Selector



Information

If there is nothing selected in the first list, the add button will prompt you with a message that reads “Please select an item before clicking the add button.” To fix this error simply select a person/group in the first list. If the remove button prompts you with a message that reads “Please select an item before clicking the remove button,” to fix this error simply select a person/group in the second list. Clicking the exit button is the equivalent of clicking the cancel button.

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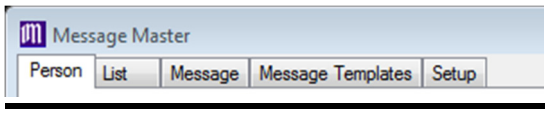
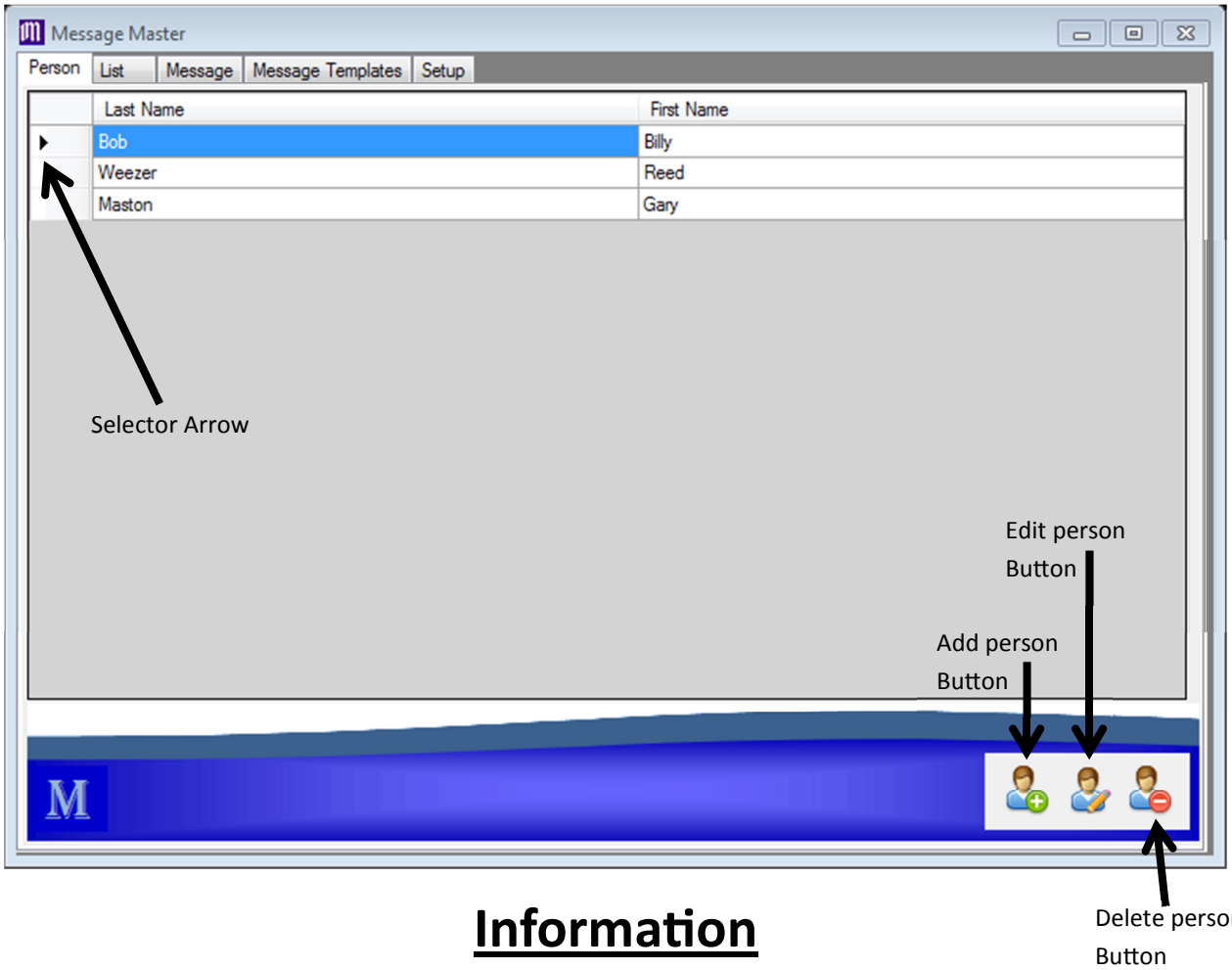
Tabs



To switch between pages, click the tab of the page you wish to go to.

Person Tab



Information

In the grid will be the names of the people that you have added to the database. The selector arrow will be pointing to the person that you will delete if the delete button is clicked; or load in to the person edit form if the edit button is clicked. To add a person to the database, click the add person button.

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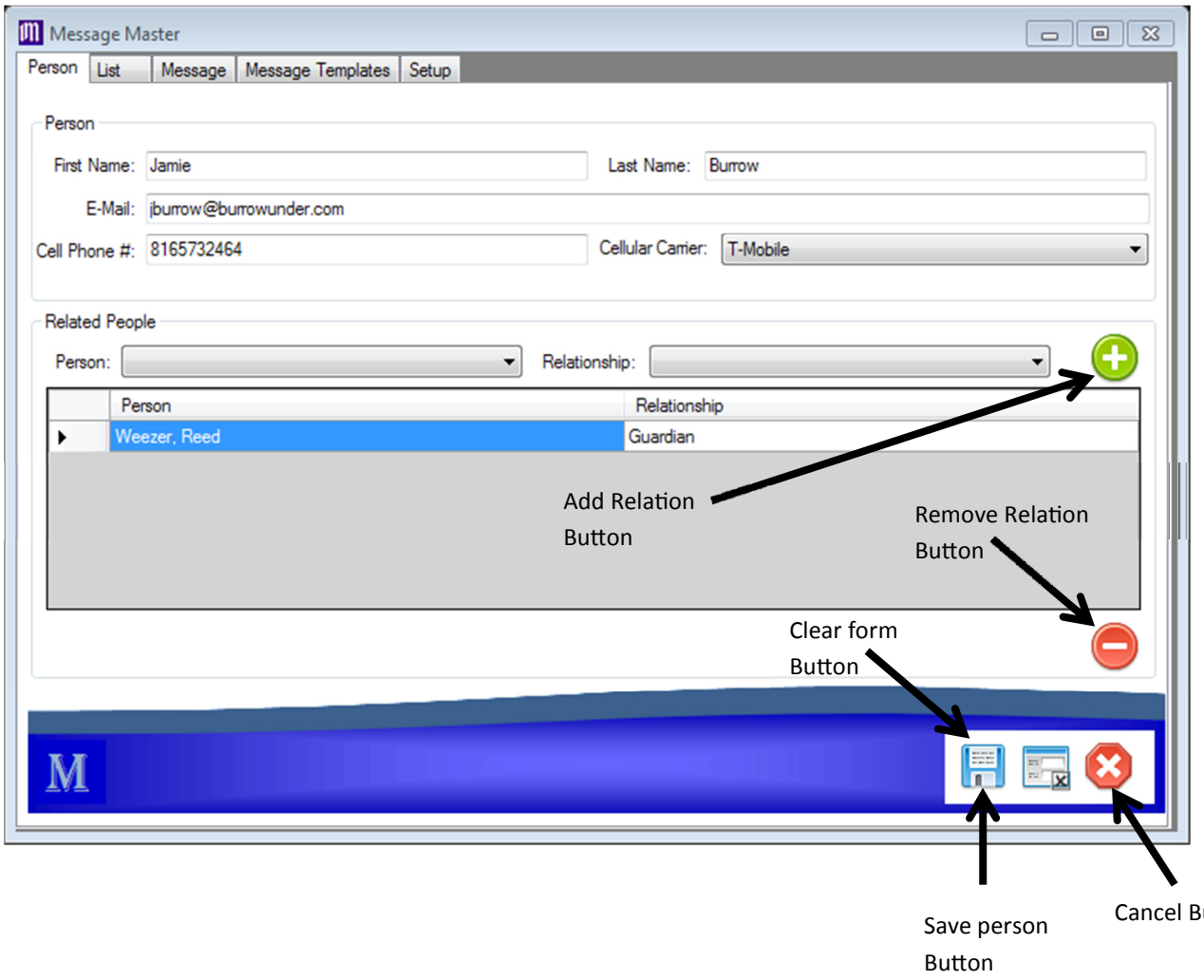
Person add/edit form



Information

If you click the save button and it prompts you with an error that reads “Please fill in all fields,” fix this by filling in any blank text boxes, because all information is required. We require that your e-mail addresses contain an @ sign, and if it does not contain one, you will be prompted with an error that reads “E-mail Address must contain an @ sign.” We need to have a cell carrier so we can send your message without any problems. Cell phone numbers must have an area code. We require either an email address, or a cell phone number and carrier. For setting up relations, the person field must contain the name of the relation. The relation is that persons relation to the one in the top field, so in this example Reed Weezer is the guardian of Jamie Burrow. Then when you are done adding or editing the person, click the save icon to add this person to your program.

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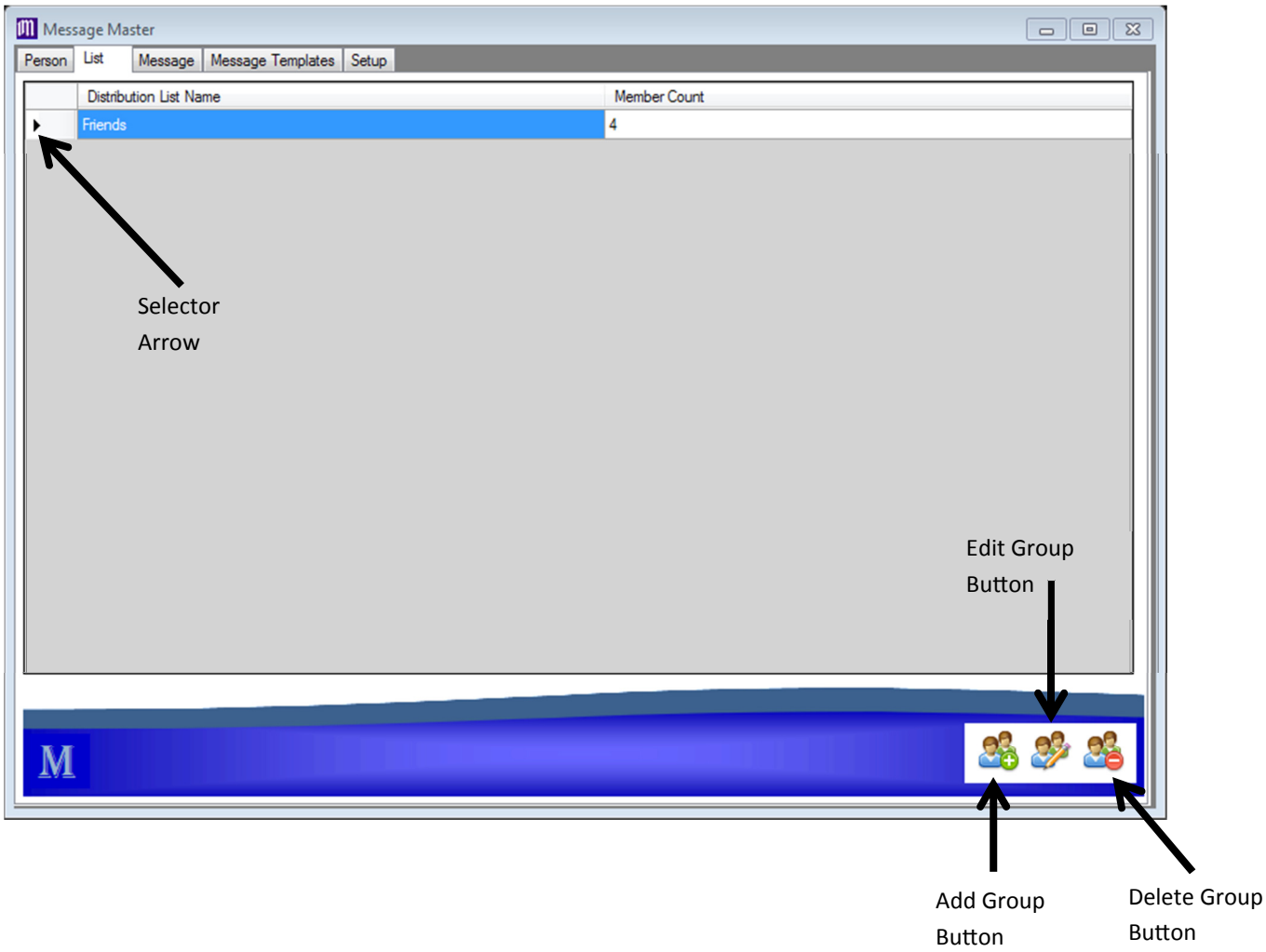
List Tab



Information

In the grid will be the names of the groups, and the number of members in that group for each group that you have added to the database. The selector arrow will be pointing to the group that you will delete if the delete button is clicked; or load into the group edit form if the edit button is clicked. To add a new group to the database click the add group button.

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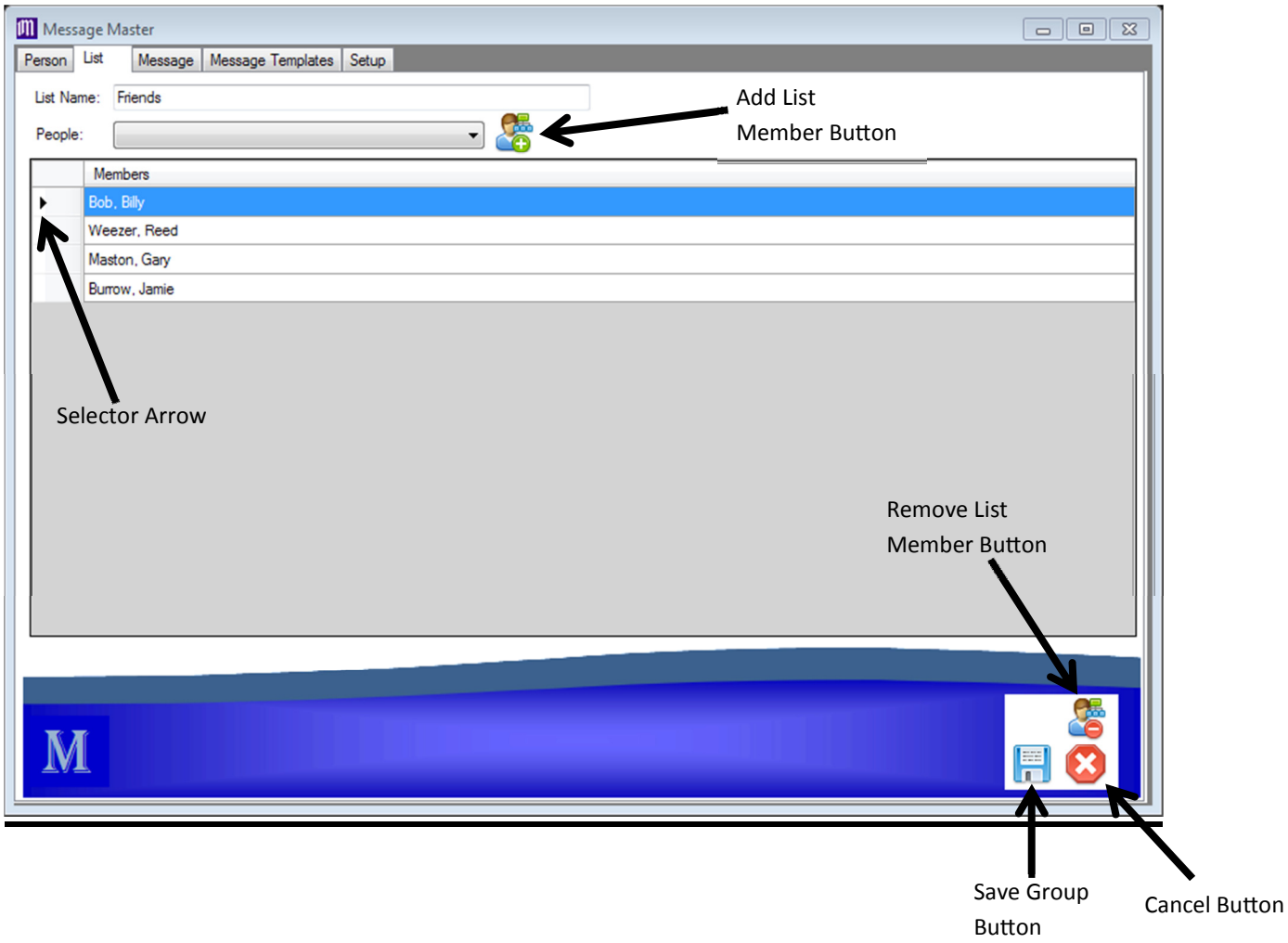
List add/edit Form



Information

In the List add/edit form you can Name the list by typing the desired list name in the list name text box. To add people to the list you must select the name of the person that you wish to add to the distribution list, than click the add list member button. To add more than one person, you must simply repeat process of adding a single person. To remove someone from the distribution list, simply place the selector button next to name of the person you wish to remove, and click the remove list member button. Then when you are done, click the save group button.

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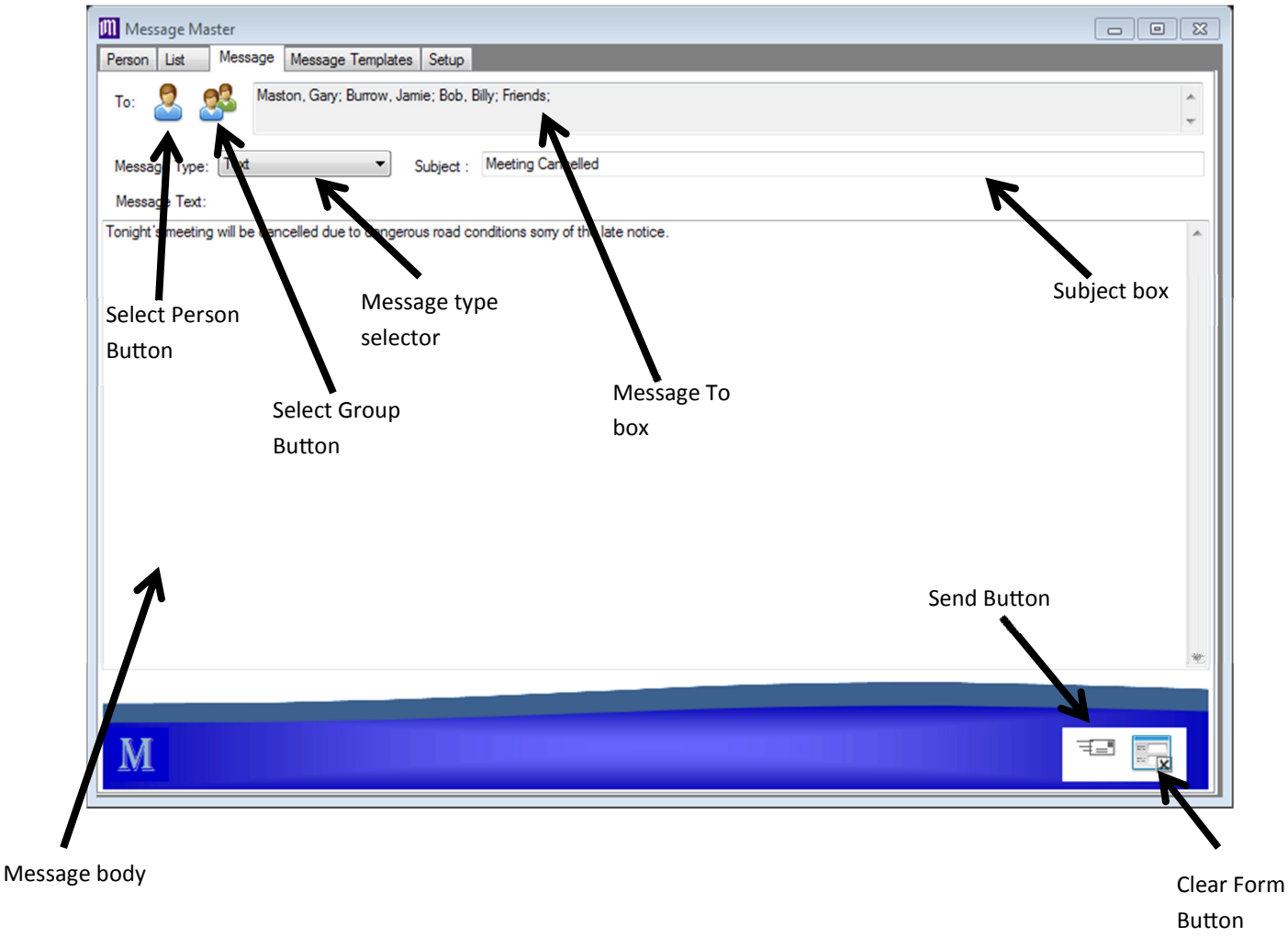
Message tab



Information

To choose what person (or people) to send your message to, click the icon with the single person; or the "to" text box; this will open the person selector. To choose what group or groups to send your message to, click the button with two people and this will open the group selector. To choose whether to send a text, e-mail, or both, go to the message type combo box, click and select one of the choices. To set the subject, just type your subject into the subject textbox and your message body goes in the message textbox. To send, click the send icon. This will show a new window with a progress bar in it. When this progress bar is done, you will be prompted with a message that says "sent". Click "ok". Then it will prompt you with a message that says "Do you wish to save this as a message template?" If you do click yes, if not, click no. Then we have the clear form button to clear the entire form at once.

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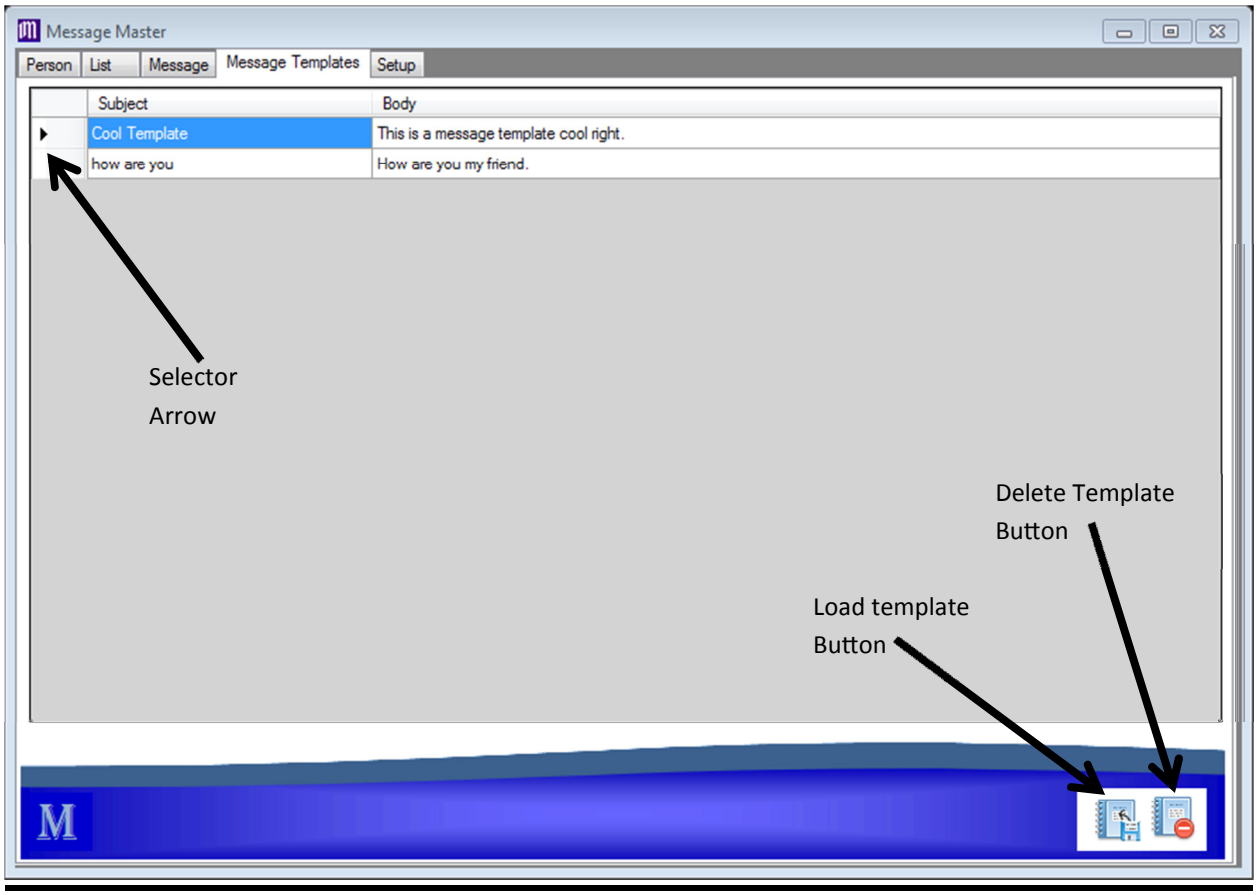
Message Templates tab



Information

The grid contains the messages that you have saved. The arrow points to the selected message. Clicking the load button loads that message into the message tab. The delete button will remove the selected message. To create a message you must send it, and click yes when you are prompted with a message that says “Do you wish to save this message as a template.” This is the only way to add a message template. If you load a message to the grid and then resend it, then saving again will add it to the database another time rather than updating.

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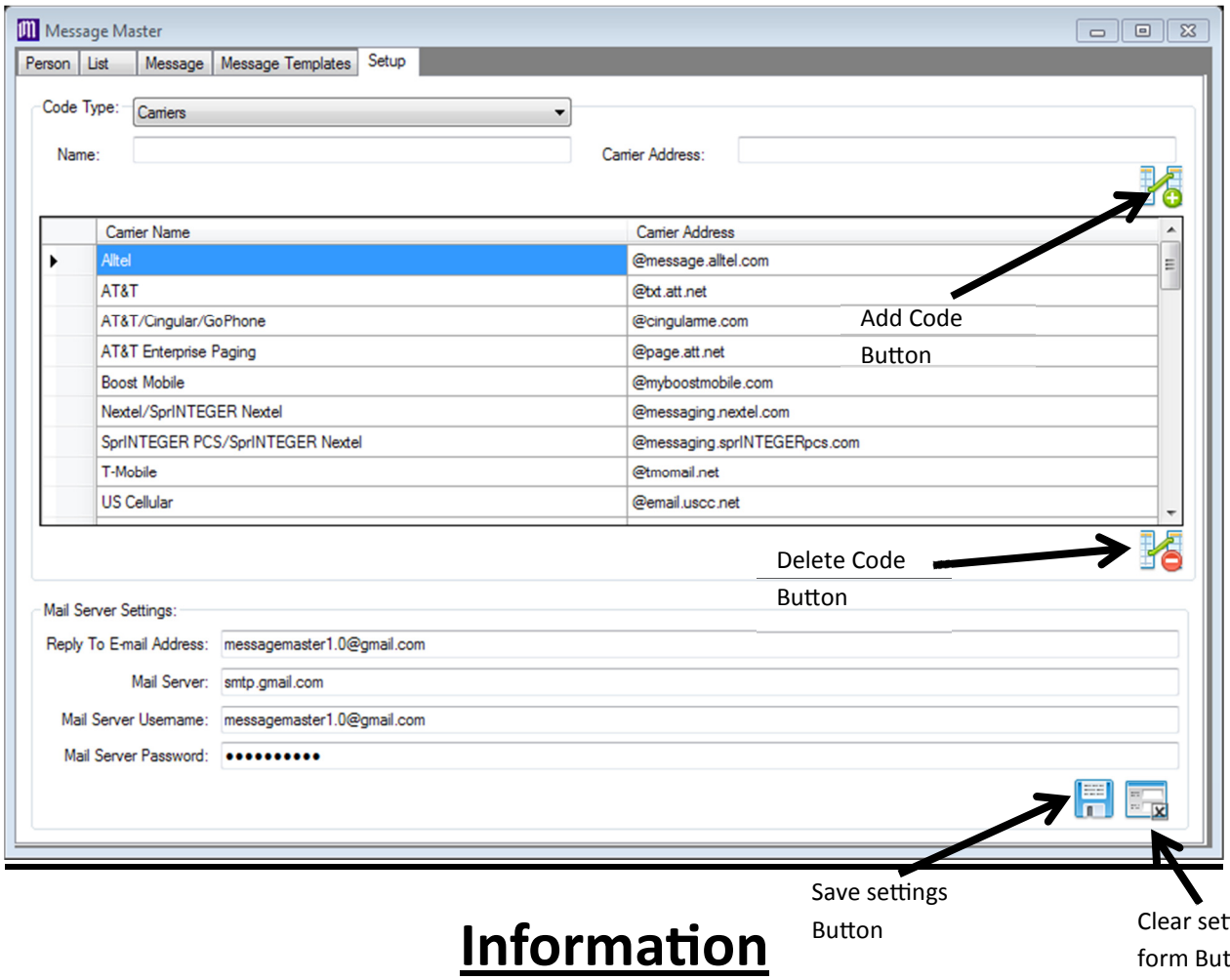
Setup tab



Information

To choose what type to add, go to the code type “combo box” and choose the type of code that you wish to add to the database. Fill out the form and click the add button. If you are adding a carrier, the carrier address must begin with an @ sign. The grid arrow in the grid will point to the Relationship type, or carrier, that you wish to remove. If you select the code that you wish to delete click the delete button. **THIS WILL NOT WORK IF THE CODE IS IN USE.** To set up the mail server settings, fill out the form and save.

Why does Message Master need this information?

We need your reply to address so that Message Master knows what address to use for replies to your messages recipients to reply to. We need your mail server so the program can send a message from your e-mail address. We need your username and password so the program can login to your server to send the message to your recipient.

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Mail Servers

Message Master requires the outgoing mail server, not incoming. It will not work with an incoming mail server because message master sends mail, it does not receive it.

Here is a list of some major mail servers for your convenience:

Gmail by Google	smtp.gmail.com
YAHOO!	smtp.mail.yahoo.com
AOL	smtp.aol.com

Problems ?

If you find a bug please send it to bugz@index-solutions.com. Or, if you have an idea to improve the general message master experience, please send it to contact@index-solutions.com

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